

Job Aid:

How to Set Up a Master Blanket for ordering using a Migrated Comm-PASS Contract

This Job Aid shows a Basic Purchasing user how to:

- Search for migrated Department contracts
- Review and Download Attachments
- Clone migrated (vCurrent) Blanket
- Update a Master Blanket Purchase Order
- Submit PO for Approval and/or Send PO to Vendor

Of Special Note:

Comm-PASS documents (solicitations, contracts) were brought over into COMMBUYS; however these documents require updating and review. **You must be a Basic Purchasing user with appropriate privileges for the organization that owns the migrated document to perform most of the steps outlined below.** Departments use three types of Vendor (Seller) Contracts, and this Job Aid will focus on two.

1. Master Blankets with one vendor (awarded contractor) and a catalog of line items specific to that vendor. These blankets, often referred to as “**single vendor based**,” are ideal for contracts where pricing is fixed and does not require a quote however these Blankets can be “Solicitation Enabled” in order to support issuing Bids to get price quotes when desired. This setup requires you to create a separate Master Blanket for each awarded contractor.)
2. Master Blankets with multiple vendors listed as distributors who fall under one placeholder vendor. (These blankets, often referred to as “**multi-vendor based**,” can be “Solicitation Enabled” in order to support issuing Bids to get price quotes from the contractors, and then placing orders with the quote winner(s). This setup requires you to create one Master Blanket that would contain all the awarded contractors.

Screenshot



Welcome To **COMMBUYS**

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS INFORMATION:
For more information on COMMBUYS please visit the [COMMBUYS](#) support pages.
[Training and Registration for Purchasers](#)
[Training and Registration for Sellers](#)
[Job Aids for Purchasers](#)
[Job Aids for Sellers](#)

If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- [Register](#)
Register here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.

Login ID:
Password:

[Forgot your password?](#)

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Directions

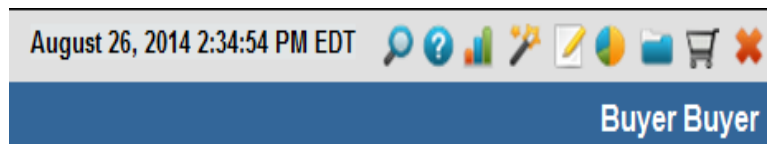
1. Launch the COMMBUYS URL.
Type <https://www.commbuys.com/bsol> in the Browser.

Enter your Login ID and password and click the **Login** button on the COMMBUYS landing page.

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Screenshot



Directions

2. To Search for migrated Blankets, click on the magnifying glass on the Header Bar to display the Advanced Search window

3. Select the radio button for **Contracts / Blankets**.

4. Use any of the search criteria fields to search for the contract you are looking for.

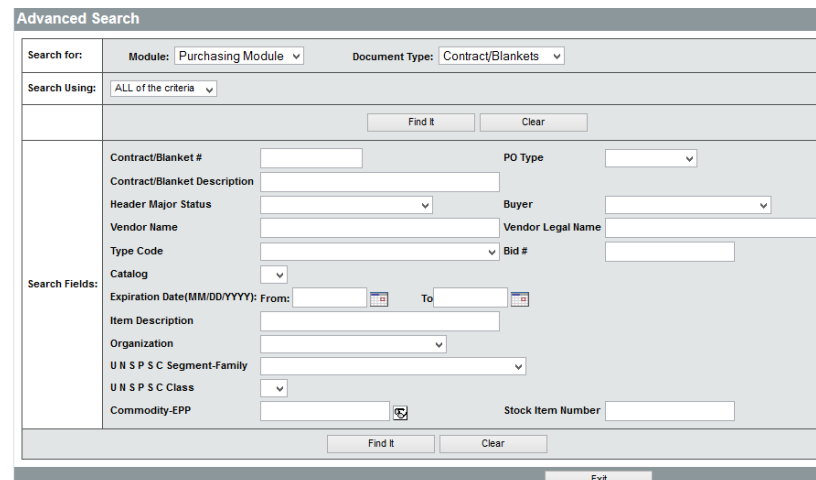
- The **Contract/Blanket #** is the COMMBUYS Blanket numbering scheme – not the Comm-PASS contract number.
- **Contract/Blanket Description** – to search for the Comm-PASS contract number enter it into the field
- **Vendor Name** can be used to find documents with all or part of the entered data in their name
- If you are seeing too many results, including those with “v#” in the file name where “#” is a number, filter your results by selecting **Header Major Status** and choosing, “**Sent**” for a contract that was previously awarded in Comm-PASS or “In-Progress” if it was a draft at the time of migration.

Click **Find It** after entering information

Advanced Search




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Screenshot

Advanced Search 

Results

Contract/Blanket #	Description	Vendor Name	Organization	Status	Begin Date	End Date
C1016578-V00000	05-8043-LABELS		Department of Correction	3PCO - Closed		
C1016578-V00001	05-8043-LABELS		Department of Correction	3PCO - Closed		
C1016578-V00002	05-8043-LABELS		Department of Correction	3PCO - Closed		
C1016578-V00003	05-8043-LABELS		Department of Correction	3PCO - Closed		
C1016578-V00004	05-8043-LABELS		Department of Correction	3PCO - Closed		
C1016578-V00005	05-8043-LABELS		Department of Correction	3PCO - Closed		
C1016578-V00006	05-8043-LABELS		Department of Correction	3PCO - Closed		
C1016578-vCurrent	05-8043-LABELS		Department of Correction	3PS - Sent		

Exit

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Directions

5. From the displayed results, select the desired **Statewide Contract/Blanket #**.

If you need to refine your search results after searching, press the “+” icon next to **Advanced Search** to display and edit your search criteria.

Select the “vCurrent” **Contract/Blanket #** link

Result Columns:

- **Contract/Blanket #** – #####-vCurrent is the converted contract record from Comm-PASS
- **Description** – Department Contract number/name from Comm-PASS
- **Vendor Name** – Conversion Vendor (all vCurrent Blankets will have the main Vendor name as Conversion Vendor)
- **Organization** – Name of the organization who owns the MBPO
- **Status** – 3PS Sent (Active MBPO)
- **Begin Date** – Start date of contract
- **End Date** – End date of contract

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Screenshot

Directions

6. The Master Blanket Purchase Order # (MBPO) vCurrent Information displays

This page is broken into headings:

- **Header Information:** general contract information
 - **Organization**
 - **Department**
 - **Location**
 - **Contact Instructions**
 - **Attachments**
 - **Status**
 - **Type Code**
 - Statewide
 - Non-Statewide
 - **Solicitation Enabled** – checkbox that determines whether this is a catalog vs. a blanket used for future Bids for pricing not specified in a catalog.
- **Attachments:** all attached files and templates for the MBPO
- **Primary vendor information:** Conversion Vendor holds the place as a primary Vendor for the departmental contract
- **Master Blanket Vendor distributor list:** the vendors are not listed active for this COMMBUYS MBPO
- **Master Blanket controls:** beginning and end date for the contract, as well as who can use the contract
- **Item information:** converted information was placed in the line item description and will need to be corrected by the department
- **Approval Paths:** displays the approvers who were on the approval path for the creation of the MBPO

Master Blanket Purchase Order C101576-vCurrent Status: SPB - Sent

General Items Vendor Routing Control Attachments() Notes Change Orders Reminders Summary

Header Information

Purchase Order Number:	C101576-vCurrent	Release Number:	0	Short Description:	05-0043-LABELS
Status:	SPB - Sent	Purchaser:	Conrad Staffers	Receipt Method:	Quantity
Fiscal Year:	2024	PO Type:	Blanket	Minor Status:	
Organization:	Department of Correction	Location:	1026L - Default Data Conversion Location	Type Code:	
Department:	1026CONV - Default Data Conversion Department	Entered Date:	12/15/2024 01:44:52 PM	Control Code:	
Alternate ID:		Retainage %:	0.00%	Discount %:	0.00%
Days ARO:	0	Release Type:	N/A - not found	Pcard Enabled:	No
Print Dest Detail:		Tax Rate:		Actual Cost:	\$0.00
Catalog ID:					
Contact Instructions:					
Solicitation Enabled:	Yes				

Attachments

Agency Files: [LABELS AND TAGS vCurrent 00000](#)

Agency Forms:

Vendor Files:

Vendor Forms:

Primary Vendor Information & PO Terms

Vendor:	Payment Terms:	Shipping Method:
	Shipping Terms:	Freight Terms:

Master Blanket/Contract Vendor Distributor List

Vendor ID	Alternate ID	Vendor Name	Preferred Delivery Method	Vendor Distributor Status
There are no vendor distributors found for this master blanket contract.				

Master Blanket/Contract Controls

There are no controls found for this master blanket contract.

Invoice Information

There are no invoices.

Item Information

Print Sequence # 0.0, Item # 1: ESP No BOM/BK No Prompt Pay No -

U/N S P S C Code: 10-10-15-04-0000

Quantity	Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt	Tax Rate	Tax Amount	Total Cost
1.0	EA - Each		\$0.00	EA - Each	0.00			\$0.00	\$0.00

Manufacturer: Brand: Model:

Note: Packaging:

Approval Path:

Date	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved	Approved/Disapproved/Cancelled by	Comment View
There are no approval paths found for this Purchase Order.									

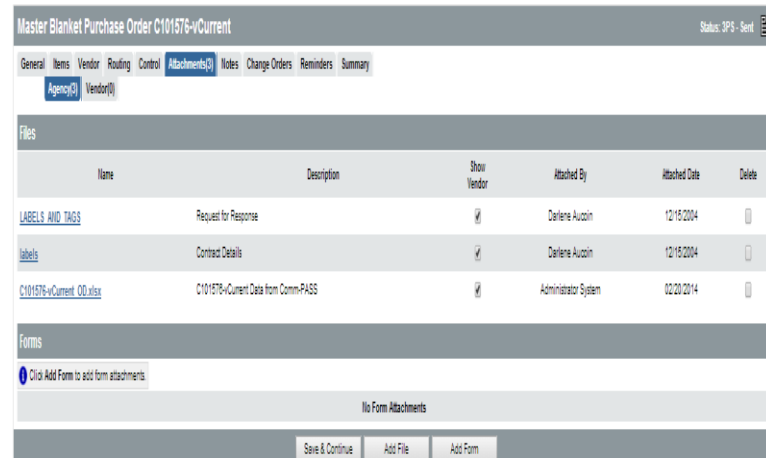
Clone PO Print Print Vendor Copy

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Screenshot



Master Blanket Purchase Order C101576-vCurrent Status: 3PS - Sent

General Items Vendor Routing Control **Attachments** Notes Change Orders Reminders Summary

Agency(s) Vendor(s)

Files

Name	Description	Show Vendor	Attached By	Attached Date	Delete
LABELS_AND_TAGS	Request for Response	<input checked="" type="checkbox"/>	Darlene Aucin	12/16/2004	
Labels	Contract Details	<input checked="" type="checkbox"/>	Darlene Aucin	12/16/2004	
C101576-vCurrent_OD.xlsx	C101576-vCurrent Data from Comm-PASS	<input checked="" type="checkbox"/>	Administrator System	02/20/2014	

Forms

Add Form to add form attachments

No Form Attachments

Save & Continue Add File Add Form

Directions

7. The **Attachments** tab is where you will find all key contract information. In this example, we see the RFR and contract amendments. All attachments will need to be uploaded to the new Purchase Order(PO)

The orphan data file is the only attachment that will clone over into the new MBPO.

- The attachment C101576-vCurrent_OD.xlsx, is the Orphan Data attachment. Every converted document from Comm-PASS will have an attachment for any Comm-PASS data that did not match in COMMBUYS. It will always be the last attachment listed; it contains information from Comm-PASS that is not displayed in COMMBUYS.

To open and download a file, click the blue hyperlinked name.

8. This panel displays when you click the file name. To open the document, click the hard drive icon.

Only the orphan data file attachment will copy over into the new MBPO. Download and save to the desktop all other files. After any updates or edits are completed, upload any relevant attachments to the new MBPO.

9. Return to the **Summary** tab and scroll down to the bottom of the page.

Clone the purchase order **once for each** Vendor in a Line Item catalog. Clone the PO only **once for all** vendors in a Distributor catalog.

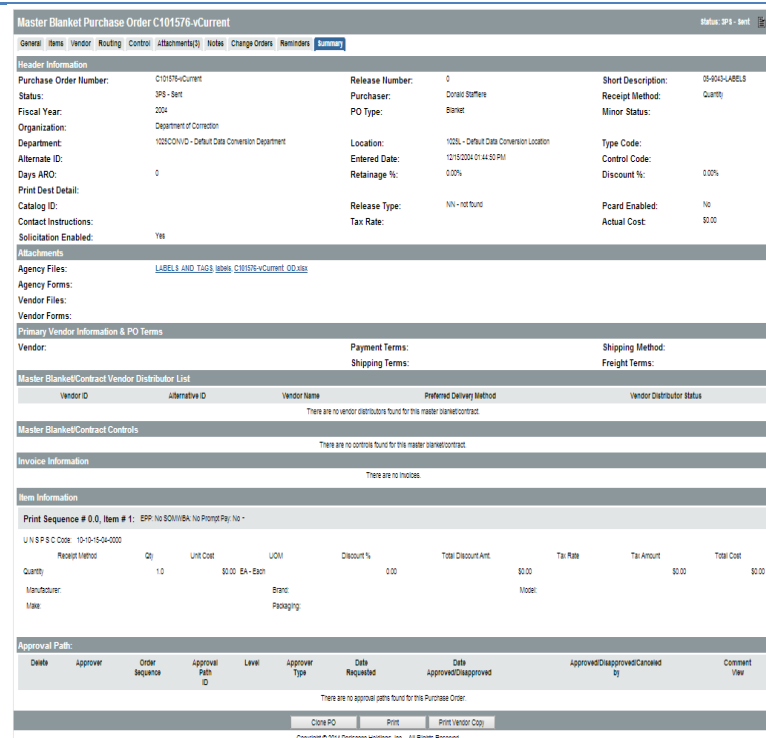


Attachment File Detail: LABELS_AND_TAGS

Name: LABELS_AND_TAGS
Description: Request for Response
File: LABELS_AND_TAGS.doc (application/x-dla-msoffice)
Location: /Public/Contracts/101576/00007/Terms
Size: 482,848 bytes
Last Modified On Disk: 02/22/2014 04:16:07 PM
Uploaded: 12/16/2004 01:44:51 PM
Uploaded By: Darlene Aucin

Exit

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Master Blanket Purchase Order C101576-vCurrent Status: 3PS - Sent

General Items Vendor Routing Control Attachments Notes Change Orders Reminders **Summary**

Header Information

Purchase Order Number: C101576-vCurrent Release Number: 0
Status: 3PS - Sent Purchaser: Dorcas Baffins
Fiscal Year: 2004 PO Type: Blanket
Organization: Department of Correction Short Description: OS-0043-LABELS
Department: 102ECONVIG - Default Data Conversion Department Location: 102EL - Default Data Conversion Location
Alternate ID: Entered Date: 12/16/2004 01:44:50 PM Type Code:
Days ARO: 0 Retainage %: 0.00% Control Code:
Print Desc Detail: Discount %: 0.00%
Catalog ID: Release Type: N/A - Not Found Pcard Enabled: No
Contact Instructions: Tax Rate: Tax Rate: Actual Cost: \$0.00
Solicitation Enabled: Yes

Attachments

Agency Files: [LABELS_AND_TAGS](#) [C101576-vCurrent_OD.xlsx](#)
Agency Forms:
Vendor Files:
Vendor Forms:

Primary Vendor Information & PO Terms

Vendor: Payment Terms: Shipping Method:
Shipping Terms: Freight Terms:

Master Blanket/Contract Vendor Distributor List

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Distributor Status
There are no vendor distributors found for this master blanket contract.				

Master Blanket/Contract Controls

There are no controls found for this master blanket contract.

Invoice Information

There are no invoices.

Item Information

Print Sequence # 0.0, Item # 1: ESP No SO/MSA, No Prompt Pay, No -

UNSPSC Code: 10-10-15-04-0000

Receipt Method	Qty	Unit Cost	LCM	Discount %	Total Discount Amt	Tax Rate	Tax Amount	Total Cost
1.0	\$0.00	EA - Each		0.00	\$0.00	None	\$0.00	\$0.00

Manufacturer: Brand: Packaging:

Approval Path:

Date	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved	Approved/Disapproved/Canceled By	Comment View
There are no approval paths found for this Purchase Order.									

Clone PO Print Print Vendor Copy

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Screenshot

Directions

10. The **General** tab displays the cloning result. Notice a NEW Master Blanket Purchase Order Number is generated

You are able to edit any information fields on this panel. The **General** tab contains all the high level, header information for the MBPO.

Short Description: use this space to enter your agency's contract numbering information, as well as a few key words for easy searching

Release Type:

- **Direct Release:** a single vendor blanket with specific pricing; select if you would like the order (PO) to be ready to send to the vendor once the requisition is approved
- **Standard Release:** used for any blanket with or without pricing, select if you would like the order (PO) to require a second approval for the PO and or to request quotes from the vendor(s) on the MBPO

If the blanket will serve as a multi-vendor contract used for conducting Bids to get pricing for specific orders, be sure to select **Solicitation-Enabled** and instruct users to create **Solicitation Enabled release requisitions** when ordering from this contract.

- Multi-Vendor based blankets require "Standard Release"
- In some cases, departments may choose not to check off "Solicitation Enabled" on a distributor blanket. One example of such a contract is a true distributor situation, where all the vendors are selling the same products at the same pricing.

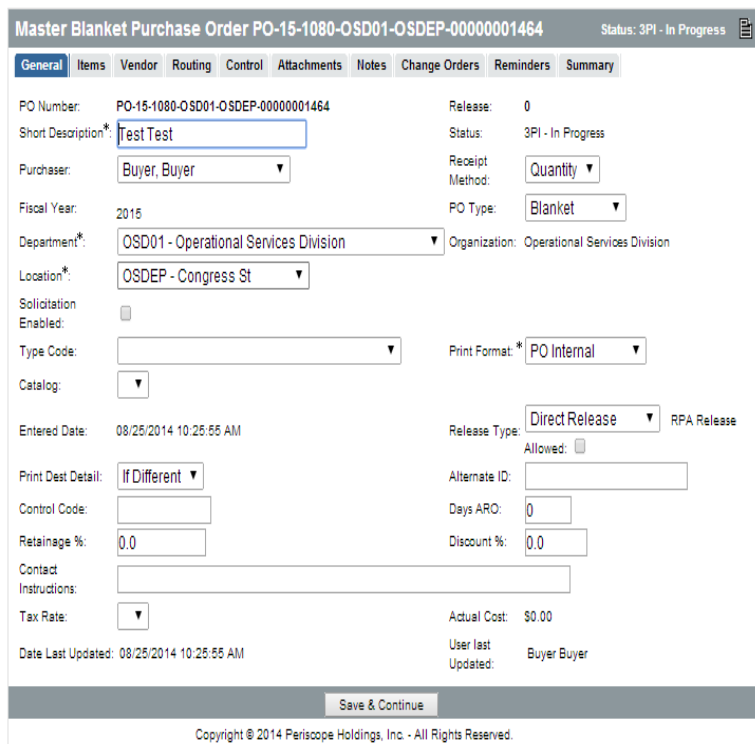
Type Code: select from the drop down

- NC - Non-Statewide Contract
- SW - Statewide Contract: only for authorized and OSD-issued contracts.

Refer to policy considerations outlined in the [OSD COMMBUYS Policy](#) document with any further questions.

Contact Instructions: enter contract contact information in the open field

Click **Save & Continue**

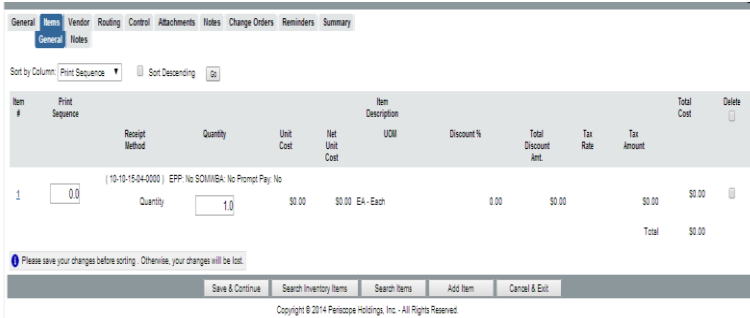


The screenshot shows the 'Master Blanket Purchase Order' form for PO-15-1080-OSD01-OSDEP-00000001464. The status is '3PI - In Progress'. The 'General' tab is selected, showing fields for PO Number, Short Description (Test Test), Purchaser (Buyer, Buyer), Fiscal Year (2015), Department (OSD01 - Operational Services Division), Location (OSDEP - Congress St), Solicitation Enabled (unchecked), Type Code (dropdown), Catalog (dropdown), Entered Date (08/25/2014 10:25:55 AM), Print Dest Detail (If Different), Control Code, Retainage % (0.0), Contact Instructions, Tax Rate, Release (0), Status (3PI - In Progress), Receipt Method (Quantity), PO Type (Blanket), Organization (Operational Services Division), Print Format (PO Internal), Release Type (Direct Release), RPA Release (unchecked), Allowed (checkbox), Alternate ID, Days ARO (0), Discount % (0.0), Actual Cost (\$0.00), and User last Updated (Buyer Buyer). A 'Save & Continue' button is at the bottom.

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Screenshot



Directions

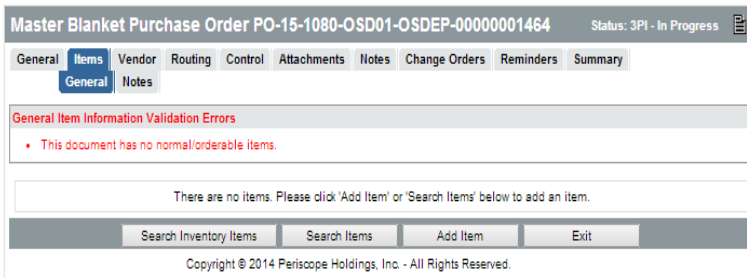
11. Click on the **Items** tab

Delete the existing item and / or add additional items.

Click **Save & Continue**

12. Click **Add Item**

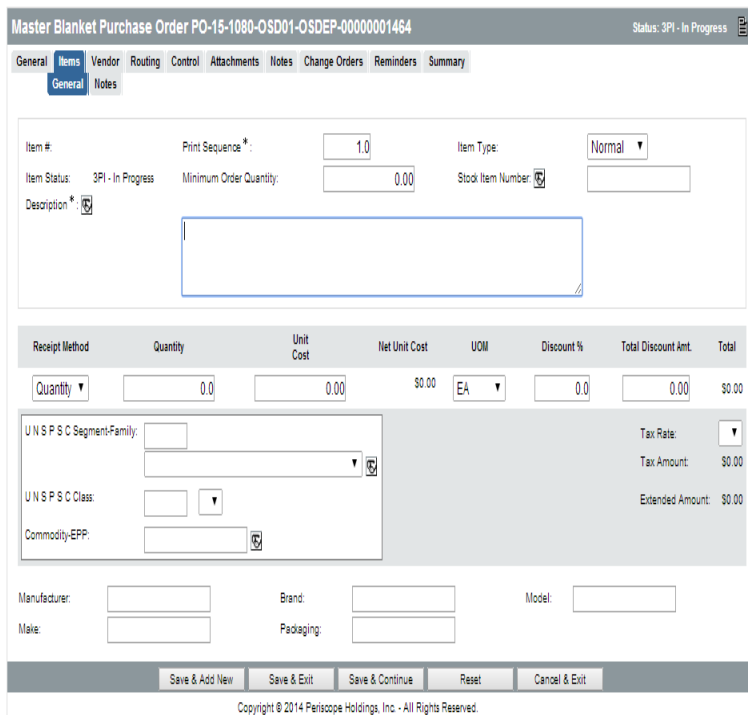
Ignore the red validation error, as the next few steps are demonstrating how to add an orderable item



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Screenshot



Directions

13. The **Add Item** button opens a new screen to enter "item" detail

Enter/Select the following:

- **Description:** good/service description; up to 400 characters
- **Receipt method:** quantity or dollars; choose based on receiving needs for the blanket
- **Quantity:** (at least 1) make sure it is relevant to the receipt method
- **Unit cost:** cost associated with the item/service per unit (can leave 0 to allow buyer to enter information)
- **UOM (Unit of Measure):** choose from drop down

If this is a multi-vendor blanket, the description should be specific enough to determine what the purchaser is asking the vendors to provide quote information for.

- It is recommended you indicate that users should create a Solicitation Enabled requisition when ordering this item.

In a single vendor PO, use the item section to define specific products or services, the related UNSPSC codes and pricing information.

- If pricing varies based on an item attribute, create separate items with distinct pricing.

If you need users to be able to enter quoted prices, leave price blank and instruct them to enter pricing and edit or add to the description on their release requisitions so that the vendor knows what buyers are ordering.

Click the eyeglass icon to search and select the UNSPSC code

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Screenshot

Commodity-EPP and Service Codes

Search

UNSPSC Segment-Family:

UNSPSC Class:

UNSPSC Keyword:

Search using:

UNSPSC Code Browse

Code	Description
<input type="radio"/> 30-18-00	Plumbing fixtures
<input type="radio"/> 30-18-15	Sanitary ware
<input type="radio"/> 30-18-16	Non sanitary residential fixtures
<input type="radio"/> 30-18-17	Faucets or taps
<input type="radio"/> 30-18-18	Faucet and shower heads, jets and parts and accessories
<input type="radio"/> 72-10-23	Plumbing and heating and air conditioning
<input type="radio"/> 72-15-11	Plumbing construction services

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Directions

14. Use the pop-up window to search for UNSPSC

- Enter keyword or select family segment
- Select radio button for best code

Click **Save & Exit**

Master Blanket Purchase Order PO-15-1080-OSD01-OSDEP-00000001464 Status: 3PI - In Progress

General **Items** Vendor Routing Control Attachments Notes Change Orders Reminders Summary

Item #: Print Sequence #: Item Type:

Item Status: 3PI - In Progress Minimum Order Quantity: Stock Item Number:

Description #: Test for goods and services:

Receipt Method	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
Quantity	<input type="text" value="1.0"/>	<input type="text" value="0.00"/>	\$0.00	EA	<input type="text" value="0.0"/>	<input type="text" value="0.00"/>	\$0.00

UNSPSC Segment-Family:

UNSPSC Class:

Commodity-EPP:

Manufacturer: Brand: Model:

Make: Packaging:

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15. Once you done entering information for the item/service click either **Save & Exit** or **Save & Add More** to enter more line items for the contract.

Master Blanket Purchase Order PO-15-1080-OSD01-OSDEP-00000001464 Status: 3PI - In Progress

General **Items** Vendor Routing Control Attachments Notes Change Orders Reminders Summary

Sort by Column: ☐ Sort Descending

Item #	Print Sequence	Receipt Method	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost	Delete
1	<input type="text" value="1.0"/>	(72-15 - 11) Test for goods and services	Quantity <input type="text" value="1.0"/>	\$0.00	\$0.00	EA - Each	0.00	\$0.00	\$0.00	\$0.00	\$0.00	<input type="button" value="Test"/>
Total											\$0.00	

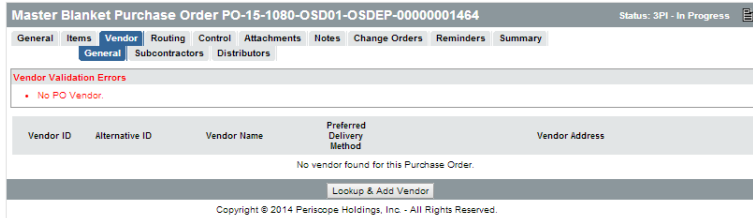
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16. The layout shown here is how COMMBUYS displays items and services (including those who have not logged in). To edit an item you have already entered, click the item number link.

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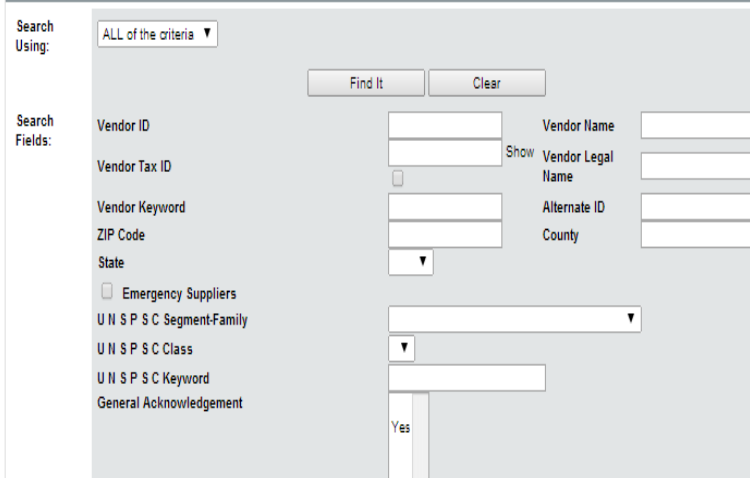


Directions

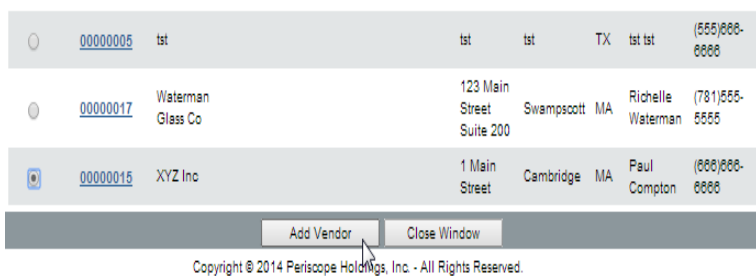
17. Click to the **Vendor** Tab

Click the **Look Up & Add Vendor** button

Lookup & Add Vendor - Master Blanket Purchase Order 0000049



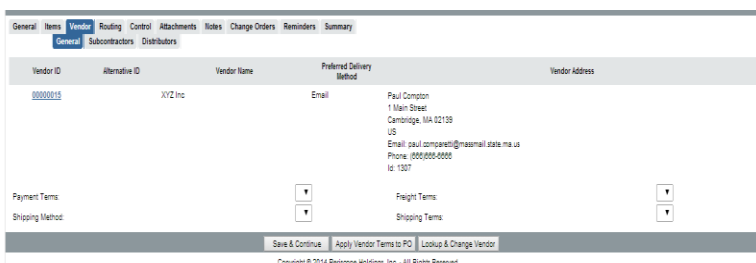
18. Enter your Search criteria and click **Find It**



19. Click the radio button for the desired Vendor. If you do not see the vendor you are looking for, try searching again or contact the vendor to see if they are registered.

You cannot add unregistered vendors to a purchase order in COMMBUYS.

Then click the Add Vendor button



20. If distributor catalog, select the Conversion Vendor as your general Vendor, in the step above

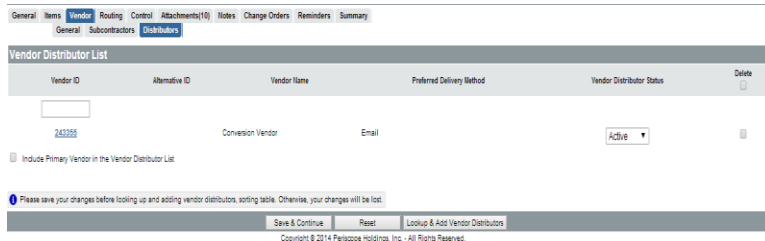
Click on the Distributors tab to add vendors on the contract

NOTE: The Conversion Vendor acts as an overall placeholder for the contract and allows you to enter all departmental contract vendors on the MBPO without showing favoritism.

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Directions

21. Click the **Lookup & Add Vendor Distributors** button.

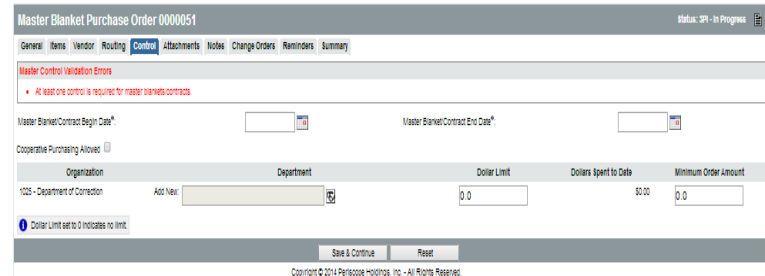


22. A Vendor Search pop up window displays.

Search for the Vendors on the contract, the search will only return registered COMMBUYS vendors.

You will need to search for the vendors one by one using their name.

Click **Save & Exit** once complete



23. On the Control tab enter the Master Blanket Contract Begin and End Date

Click **Save & Continue**

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Directions

24. Next add the organization(s) that can use the MBPO in accordance with the negotiated contract.

Select the Department(s) from your organization who will need use this contract, or select **Agency Umbrella Master Control** to select all departments in your organization.

If you are contractually allowed to add another organization: select the organization by clicking on the eyeglasses to search for the organization and department. You can also set a dollar limit or minimum order amount if the contract has dollar stipulations.

If all organization in COMMBUYS can purchase from the MBPO, check the **Cooperative Purchasing** box and in the organization search for / select ALL ORGs – only with OSD's authorization.

Click **Save & Continue**

25. Click to the **Attachments** tab

Here you will need to upload all attachments relevant this the MBPO

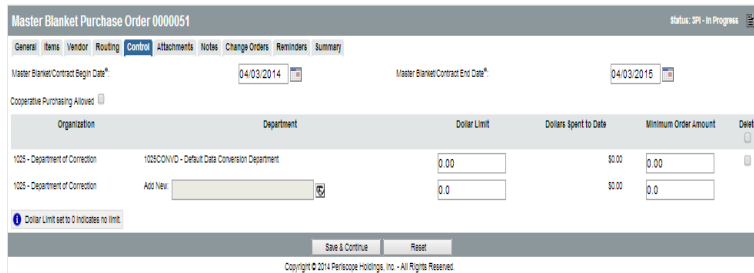
Click **Add File**

26. Click Choose File

The **Name*** will auto populate from the name of the file, but you can use the description to enter more detail. The system does not require a specific file name.

Click **Save & Exit**

Note: Each attachment will need to be added separately.



Master Blanket Purchase Order 0000051 Status: SP - In Progress

General Items Vendor Routing **Control** Attachments Notes Change Orders Reminders Summary

Master Blanket Contract Begin Date* 04/03/2014 Master Blanket Contract End Date* 04/03/2015

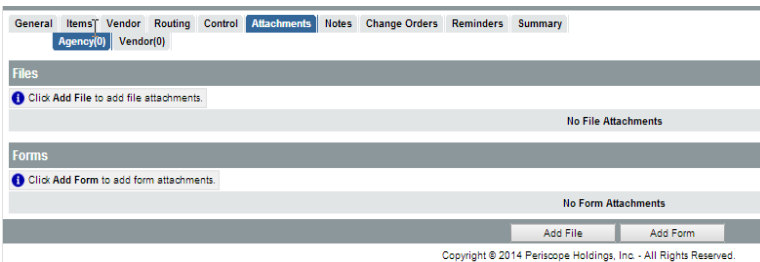
Cooperative Purchasing Allowed ☐

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount	Delete
1025 - Department of Correction	1025CONV - Default Data Conversion Department	0.00	\$0.00	0.00	
1025 - Department of Correction	Add New: <input type="text"/>	0.0	\$0.00	0.0	

Dollar Limit set to 0 indicates no limit.

Save & Continue Reset

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General Items Vendor Routing Control **Attachments** Notes Change Orders Reminders Summary

Agency(0) Vendor(0)

Files

Click Add File to add file attachments.

No File Attachments

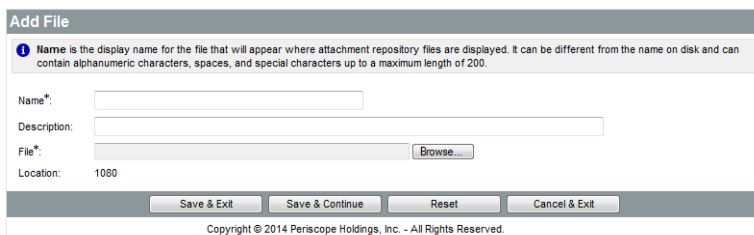
Forms

Click Add Form to add form attachments.

No Form Attachments

Add File Add Form

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Add File

Name* is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Name*:

Description:

File*: Browse...

Location: 1080

Save & Exit Save & Continue Reset Cancel & Exit

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Job Aid:

How to Set Up a Master Blanket for ordering using a Migrated Comm-PASS Contract

Screenshot

Master Blanket Purchase Order PO-15-1080-OSD01-OSDEP-00000001464 Status: SPI - In Progress

General Items Vendor Routing Control Attachments(1) Notes Change Orders Reminders **Summary**

Header Information

Purchase Order Number:	PO-15-1080-OSD01-OSDEP-00000001464	Release Number:	0	Short Description:	Test Test
Status:	SPI - In Progress	Purchaser:	Buyer Buyer	Receipt Method:	Quantity
Fiscal Year:	2015	PO Type:	Blanket	Minor Status:	
Organization:	Operational Services Division	Location:	OSDEP - Congress St	Type Code:	
Department:	OSD01 - Operational Services Division	Entered Date:	08/25/2014 10:25:55 AM	Control Code:	
Alternate ID:		Retainage %:	0.00%	Discount %:	0.00%
Days ARO:	0	Release Type:	Direct Release - RPA Release Not Allowed	PCard Enabled:	No
Print Dest Detail:	If Different	Tax Rate:		Actual Cost:	\$0.00
Catalog ID:					
Contact Instructions:					
Invoice Method:	Three Way Match				
Print Format:	PO Internal				
Solicitation Enabled:	No				

Attachments

Agency Files:
Agency Forms:
Vendor Files:
Vendor Forms:

Primary Vendor Information & PO Terms

Vendor:	240355 - Conversion Vendor Conversion Conversion 1 Congress Street Boston, MA 02114 Email: test@goopenscope.com Phone: 9999999999 ic 179	Payment Terms:		Shipping Method:	
		Shipping Terms:		Freight Terms:	

Master Blanket/Contract Vendor Distributor List

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Distributor Status
240355		Conversion Vendor	Paper Copy Mailed	Active

Master Blanket/Contract Controls

Master Blanket/Contract Begin Date: 08/27/2014
Cooperative Purchasing Allowed: No

Master Blanket/Contract End Date: 08/31/2016

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount
1080 - Operational Services Division	OSD01 - Operational Services Division	\$0.00	\$0.00	\$0.00

Item Information

Print Sequence # 1.0, Item # 1: Test for goods and services SPI - In Progress

UNSPSC Code: 7315-11
Painting construction services

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt	Tax Rate	Tax Amount	Total Cost
Quantity	1.0	\$0.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00

Manufacturer: Brand: Model:
Make: Packaging:

Submit for Approval Cancel PO Clone PO Print Print Vendor Copy

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Directions

27. Click on the **Summary** tab

Review the purchase order content.

Click **Submit for Approval**. The Blanket PO will be routed through any approvals required and may be returned to you to re-open, edit and resubmit if approvers have disapproved with comments about changes needed.

28. Once approvals have been granted, open the MBPO

One way to find the document is using your control center

- **PO > Ready to Send**

Click the **Purchase Order #** to open the MBPO

29. At the bottom of the **Summary** page, select one of the following options:

- **Send Email and Notify Vendor**
- **Set to Printed Status.**

Set to Printed Status does not notify the Vendor. For a contract already sent in Comm-PASS, you might want to use this option. Use Send Email and Notify vendor if this is a new contract and the vendor requires notification.

Click **Save & Continue** to put the Blanket PO into Sent status.

News(1) Dashboard Reqs(27) Bids(50) **PO(8)** Approval(2) My Reminders(11) Events(1)

In Progress(6) Ready for Approval(0) **Ready to Send(1)** Returned(0) Change Order(1)

Purchase Order #	Organization	Purchase Order Date
0000237	Operational Services Division	01/29/2014

Vendor Notification Actions

Option(s) ☒ Send Email and Notify Vendor ☐ Set to Printed Status

Save & Continue

Clone PO Print Print Vendor Copy

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Job Aid:

How to Set Up a Master Blanket for ordering using a Migrated Comm-PASS Contract

Screenshot

Vendor Notification Result

Subject: Purchase Order Notification - office supplies

Email Recipients

Delivery Date: 01/29/2014 02:20:15 PM

Vendor ID	Vendor Name	
00000006	Wiki's Widgets	Alyssa Arnold (linda.banks-grant@accenture.com)

OK

Directions

30. Confirm the email recipients and click the **OK** button.

From this point onward, changes will require a Change Order to be created, submitted, approved and applied to the PO.